

1.6 CONSULTANT PERFORMANCE EVALUATION –(A/E Report Card)

This evaluation handout is used by the DPW Project Manager (PM) in conjunction with the design phases of the project. The purpose of this handout is to enhance the expected performance by any Consultant that DPW has working on a project. It is important that the consultant have knowledge that his work will be evaluated at each phase of the project and have understanding of the purpose of the evaluation, which is to ensure that the end product of the design meets or exceeds our expectations. The purpose of the evaluation is to identify early warning signals of a problem developing and a method to correct these potential problems early. If a problem surfaces prior to the end of a phase, an evaluation can be made at any time. It is everyone's goal to produce excellent work at all levels.

This evaluation should be produced at the completion of each identified phase in the Consultant Contract. It should be discussed openly with the consultant team, and allow them to review each evaluation and make comment if they believe that a problem is unfairly depicted. The review should be reviewed with the Assistant Director of Project Manager (ADPM) before being sent to the Consultant. It is intended that this review will remain in the project file, a copy sent to the Administrator of Client teams (to maintain a comprehensive consultant file) and the Consultant. If necessary a copy can be given to the Agency, but it does not fulfill a purpose, because it is a DPW issue. If a consultant feels that the Project Manager is being unfair, they have the right to review this first with the ADPM and then with the Administrator of Client Teams.

THE EVALUATION FORM (for Design form #314, for Construction form #914):

The form is quite comprehensive, if due to the scope of work, a phase or activity is not applicable, the PM will insert **N/A** for a comment. Item #5 is for indicating the problem is with one of the consultant's sub-consultants. If a negative statement regards a sub-consultant, the sub-consultant has the right to attend a meeting with the Consultant and the PM to discuss the issues.

The rating is straightforward, the following definitions are the rating:

Unacceptable	Work has not been done, of the work done it is not sufficient to achieve the desired end product.
Below Standard	Little effort and well below the expected effort defined in the contract, marginal design to meet the program.
Standard	Within DPW expectations for the submission
Above Standard	Advanced beyond the expectation of the contract.
Outstanding	Far superior effort has been demonstrated, well beyond the expectations and scope of the work.

The Evaluation form is based on a 100% maximum rating.